



WHITNEY OAKS

WHITNEY OAKS COMMUNITY ASSOCIATION BOARD MEETING MINUTES

August 3, 2016
The Oaks, Rocklin, CA

I. **CALL TO ORDER:** The meeting was called to order at 6:00 P.M. by Board President Rick Jordan.

DIRECTORS PRESENT: The following Board Members and management personnel were present as well as approximately 16 other Homeowners. Agendas were posted at least four days prior to the meeting at The Gables, at the Hillcrest Pool bulletin board, and on the Association’s web site.

Rick Jordon	President
Chris Krajewski	Vice President
Sharon Theofelis	Secretary
Bonnie Laderman	CFO
Bob Jones	Member at Large
Mimi Menzies	The Management Trust
Vicky Langer	The Management Trust

II. **APPROVAL OF MINUTES:**

A motion was made and seconded (Sharon/Bonnie) to approve the minutes of the July 6, 2016 regular Board Meeting as drafted. The motion was unanimously adopted.

III. **MANAGER’S REPORT:** Vicky Langer reviewed items not on the Agenda from her written report and logs (violation log and work order log) with the Board and the members present. Items reported included:

- **Executive Session Meeting:** On July 11, 2016 the Board met in Executive Session to discuss compliance issues, contracts, legal matters and delinquencies.
- **Executive Session Report:** On August 1st the Board met in Executive Session to discuss compliance issues, potential litigation, and delinquencies.
- **Asphalt Project:** The Board reviewed items associated with the recent asphalt seal-coating project.
- **Wrought Iron Painting:** The project is underway. The golf club has agreed to share half/half in the costs for the areas that are on the border of golf club and Association

property. Vicky met with the Springfield Manager to go through the list of areas between Springfield and WOCA property and a revised list is being considered by their Board. The contractor is putting together a wood repairs bid for these items for their Board as well.

- **Drainage Concern:** The owner of 2010 Shady Trail has brought forth an erosion concern from an Association drainage channel area. After BLM clears away blackberry bushes, this will be looked at by Rick Jordan, Vicky Langer, Rick Holsinger, and Mark Wilhite (ESR) to discuss an appropriate remedy. Water from the drainage area alongside owner's side yard has created a large rut and Owner's fence is starting to pull away from his gate down the hill. The channel may need to be rebuilt or the water otherwise redirected away from the homeowner's lot.
- **Annual Meeting Plans:** Candidate Night is set for October 12th. Candidate statements (Self Nomination Forms) were mailed out with the August Newsletter. Bob and Sharon have expiring terms. The Annual Meeting date is set for November 14th.

IV. COMMITTEE REPORTS

- A. **Architectural Review Committee:** Eric King reported that 22 items were considered at the July meeting, including six resubmittals. Landscaping remodels/conversions tend to be the most challenging as plans are often not done by professionals.
- B. **Landscape Committee:** The Board reviewed the minutes of the July 6th meeting. Richard Campbell highlighted the status of several items including mow edges, sod challenges, and area inspection assignments.
- C. **Finance Committee:** The Board reviewed the minutes of the July 28th meeting. Bonnie reported that the investment professionals attended the recent meeting and reviewed the quarterly performance reports.
- D. **Trail Committee:** Richard Conrad noted that this committee operates more as a task force, responding to issues, than a committee that meets on a monthly basis. He reviewed the committee's recommendations for ditch cleaning, asphalt paving on the Black Oak Trail, erosion control, compaction of decomposed granite, and other clean up. The total estimated costs are approximately \$30,300. It was noted that the Granite Trail might be re-routed at some point so it would not be as steep as it currently is.

V. FINANCIAL REPORT

- A. **Treasurers Report:** Bonnie Laderman reviewed her CFO report and the financial reports for the month ending June 30, 2016, highlighting account balances and monthly and year-to-date income vs. expenses. Expenses are under budget by \$55,596 and under income by \$69,506.

- B. Reserve Expense Authorizations:** A motion was made and seconded (Bonnie/Sharon) to approve the May reserve transfers in an amount of \$38,932. The motion was unanimously adopted.
- C. Reserve Study Updates:** Drafts are to be reviewed by the Finance Committee at its August meeting. No action was taken by the Board.
- D. Lien Resolution:** There were no pending liens.
- E. Bad Debt Write-Off Authorization:** A motion was made and seconded (Chris/Sharon) to write off bad debt in the amount of \$1,327.50. The motion was unanimously adopted.

VI. UNIFNISHED BUSINESS

- A. Irrigation Controller Cartridges Installed in 2015 – Whether to Upgrade:** The Board discussed whether to upgrade the cartridges for approximately \$1,200 each (with trade-in). Vicky will ask BLM if any way of getting cartridges cheaper.
- B. Street Cleaning at 2841-2847 Hillcrest – Handyman or Street Sweeper:** A motion was made to approve having the handy man do the job. This motion was withdrawn and another motion was made (Rick/Sharon) to approve having Well’s Sweeping do the work.
- C. Whether to Pursue Bar Code Sticker Gate or other New Entry System:** The Board discussed another option for efficient gate access but due to the cost to install the equipment, \$241,650, no action was taken.
- D. Street Width and Parking Concerns:** Rick reported that more red curbs will need to be painted in Units 39 and 44 and in some other areas where streets are narrow.
- E. Whether to Apply “Hydretain” to Shrub/Turf Areas:** It was noted by a Springfield resident that their Board did not apply the moisture manager this year and there is enough water not to need this. The proposal was not approved.

VII. NEW BUSINESS

- A. Architectural Appeal – 3251 Black Oak – Driveway Widening/Extension:** Eric King noted that the ARC recommended approval. A motion was made and seconded (Chris/Bob) to approve the proposed widened driveway (as built). The motion was unanimously adopted.
- B. Whether to Propose Rule Change re: Boat/RV/Trailer Parking:** This item was tabled to the September meeting.

- C. **Wetland Conservancy Fund Shortage:** The Board and members discussed the agreement on file between the Wetland Conservancy, the golf club, and the Association. The operating budget is over budget by approximately \$5,000 and the Association's share (it is being billed for) is 32.5%. A motion was made and seconded (Chris/Bob) to approve the required payment of approximately \$1,625. The motion was unanimously adopted.
- D. **Request for IDR – Appoint Board Members to Conduct:** This was not needed as the request was contingent upon whether the Board pursued enforcement action/fines at its Monday night Executive Session Board Meeting.
- E. **TRAC Program Threshold – Whether to Increase:** A motion was made and seconded (Bonnie/Sharon) to increase the TRAC threshold from \$10,000 to \$20,000 and to opt out of having management use the TRAC RFP and contract for projects expected to cost less than \$20,000. The motion was adopted on a 4 to 1 vote, with Bob Jones voting against it.
- F. **Proposed Sidewalk Drain – Live Oak Lane (by 4317/4321):** A motion was made and seconded (Sharon/Rick) to approve a proposal from BLM to install a sidewalk drain in this area at a cost of \$400. The motion was unanimously adopted.
- G. **Proposals for 6 Gate Area Landscaping Remodels:** After reviewing bids and plans, a motion was made and seconded (Bob/Bonnie) to approve the proposal from Bianco Landscape to remodel six gate areas for a total cost of \$22,296. The motion was unanimously adopted.
- H. **Management “Action Item Lists”:** After a discussion, a motion was made and seconded (Bonnie/Sharon) not to require management to provide a monthly “to do” list of action items from the open board meeting, but rather to continue maintaining an ongoing list/system for making sure actions get done.
- I. **Appoint Nominating Committee:** John Roberts, Stan Laderman and Rick Jordan were unanimously appointed by a motion and second (Sharon/Chris) to serve as the Nominating Committee for this year's board election, in accordance with the Association's Election Rules.

VIII. CORRESPONDENCE

Correspondence listed on the Agenda was reviewed.

- A. **Email dated 7/20/16 from Gary Aanes re Vandalism and Security:** No action was taken, except that the contractor whose outhouse has been repeatedly pushed over has staked it down.

B. Email dated 6/25/16 from Mike Carey re Chest Press Machine at Fitness Center.: The Board discussed an option and a motion was made and seconded (Sharon/Bonnie) to replace the chest press in the fitness center with a new one (rather than the previously approved refurbished one). The motion was unanimously adopted.

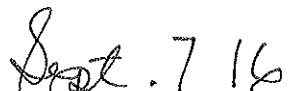
IX. HOMEOWNER FORUM: The following items were brought to the Board's attention:

- **School Cut-Through:** Richard reported that the school is putting up a fence on August 15th in the cut through area. He suggested the Association put in a security camera in the area.
- **Granite Trail Complaint:** Ken Morrow asked whether the committee could take money (budgeted minus spent at the end of the year) and use it to re-route and otherwise improve the Granite Trail staircase and other areas. He asked whether a resolution committing to improve and re-route the Granite Trail he would propose would be approved by the Board. He was asked to get more information to them and it was noted that the Board was favorable to the idea.
- **Boat Rules:** Homeowner John Roberts expressed a concern about possible rule changes regarding parking rules for boats.

X. ADJOURNMENT: There being no further business to discuss, the meeting was adjourned at 8:05 P.M. The next Board of Director's open meeting will be held on September 7, 2016 at 6:00 P.M. at the Oaks in Springfield: 2801 Springfield Blvd., Rocklin, CA.

I, Sharon Theofelis, the Secretary of the Whitney Oaks Homeowners Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Whitney Oaks Board of Directors Meeting held on August 3, 2016 as approved by the Board Members in attendance of a duly noticed Board meeting.


Sharon Theofelis, Secretary


Date